

Town of Fishkill

Town Hall
807 Route 52
Town of Fishkill, N.Y. 12524
(845) 831-7800
FAX: (854) 831-2964

Application Number _____
Date Received _____
Sign Drawing Included _____
Sign Plan Included _____
Date Fees Paid _____
Date of Removal/Renewal _____
Security Deposit Paid _____

Application for Sign Permit

(Please read and comply with the Town of Fishkill Zoning Law and Sign Design Manual before preparing application.)

1. Name of Applicant _____ Phone _____
Address _____
(Street No. & Name) (Municipality) (State) (Zip Code)
2. Owner of Record _____ Phone _____
Address _____
(Street No. & Name) (Municipality) (State) (Zip Code)
3. Location of property _____
(Street No. & Name) (Municipality) (State) (Zip Code)
4. Linear frontage of building _____ Zoning District _____
5. Type(s) of Signs: ☐ Monument ☐ Post & Arm ☐ Projecting ☐ Wall ☐ Window ☐ Awning
☐ Directional ☐ Temporary
6. Sign Design: All applications must be accompanied by a detailed scaled drawing showing all sign dimensions, graphic design (including lettering and pictorial matter), visual message (text, copy or content of sign), sign colors, lighting and landscaping (if proposed).
7. Sign Location: All applications must be accompanied by a plan, drawn to scale, showing the following: for freestanding signs, the position of the sign in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls and fences. For awning, window, wall, or projecting signs: the location on awning, window, wall or building; size of awning, total window area of principal façade, or linear frontage of building (as appropriate); projection from building, if relevant; proposed sign's position in relation to adjacent signs and lighting fixtures.
8. Specifications, Primary Sign:
 - ☐ Sign type:
 - ☐ Sign placement:
 - ☐ Size of sign area—height: _____ width: _____
 - ☐ Sign height: _____
 - ☐ Distance from building: _____
 - ☐ Number of faces: ☐ Single Faced ☐ Double Faced
 - ☐ Material: ☐ Wood ☐ Metal ☐ Other Durable Material
 - ☐ Lighting: ☐ No ☐ Yes (Fully Shielded Downlighting only)
 - ☐ Landscaping: _____
9. Specifications, Directional Sign(s):
 - ☐ Sign placement:
 - ☐ Size of sign area (limited to two (2) square feet): _____
 - ☐ Material: ☐ Wood ☐ Metal ☐ Other Durable Material

The undersigned respectfully petitions the Town of Fishkill Building Inspector for a Sign Permit.

Application is being made in accordance with the Town of Fishkill Zoning Law. The undersigned acknowledges that the Building Inspector must refer this application to the Planning Board, such referral will take place within five (5) days of receipt of a complete application, and that, in order to be considered on the next available meeting agenda of the Planning Board, a complete application must be referred at least 14 calendar days before such Planning Board meeting. In order to be considered complete, this application form, the sign design drawing, and payment of application fees must be received by the Building Inspector. Temporary signs require a security deposit fee to ensure removal or renewal. Applicant certifies that liability insurance will be carried covering both erection and maintenance of sign.

Applicant Name: _____
(Please print name)

Applicant Signature: _____ Date: _____

Owner of Record Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE BUILDING INSPECTOR

Sign Permit Application Referred to Planning Board: Date: _____

Sign Permit Granted: Date: _____ Permit # Issued: _____

Comments: _____
